

# ***ATPA***

## ***in a nutshell***

**Responsibilities of Federal  
Executive Departments and  
Agencies for the Transfer of  
Scientific, Technical, and  
Engineering Information to the  
National Technical Information  
Service (NTIS) under the American  
Technology Preeminence Act (ATPA)**

Public Law 102-245, Section 108  
American Technology Preeminence Act of 1991

**Prepared by the  
National Technical Information Service  
Office of Business Development  
5285 Port Royal Road  
Springfield, VA 22161 (703) 487-4785**

# ATPA states...

*“The head of each Federal executive department or agency shall transfer in a timely manner to the National Technical Information Service unclassified scientific, technical, and engineering information which results from federally funded research and development activities for dissemination to the private sector, academia, State and local governments, and Federal agencies.”*

Public Law 102-245, Section 108  
American Technology Preeminence Act of 1991

## **What are the primary purposes of the American Technology Preeminence Act (ATPA)?**

In keeping with the Administration's policy to make results from Federally funded research and development of all unclassified Government scientific, technical, engineering, and business information available to the public, implementation of ATPA will:

- Assist U.S. industries to accelerate the development of new processes and products.
- Assist the U.S. in maintaining a leading worldwide economic competitive position.

## **What are NTIS' responsibilities to Federal agencies under ATPA?**

ATPA mandates NTIS to:

- Facilitate public access to Federal information.
- Develop guidelines for Federal agencies to transfer their Government information to NTIS.
- Develop implementation methods and procedures to facilitate Federal agencies in the smooth transfer of information to NTIS.
- Maintain a permanent repository of unclassified scientific, technical, engineering and business information.
- Collect and disseminate this information worldwide.
- Develop new and enhanced methods for expeditious dissemination of information.

## **What are the responsibilities of Federal agencies under ATPA?**

Federal agencies are required to:

- Transfer to NTIS unclassified scientific, technical, engineering and business information resulting from Federally funded activities.
- Transfer information products to NTIS in a timely manner.

"Timely manner" means within 15 days of the date the product is made available to the public. However, a better alternative would be to notify NTIS when the product is approved for final reproduction in order to give NTIS an opportunity to add its copy requirements to the agency's printing requisition. The cost of these additional copies will be paid for by NTIS.

## **What types of information does ATPA require Federal agencies to transfer to NTIS?**

Agencies should transfer to NTIS:

- Unclassified scientific, technical, engineering, and business information products such as:
  - results of basic and applied research (e.g., new theories and results of experimentation, observation, instrumentation, and computation).
  - information of significance to business and industry (e.g., economic and market information).
  - engineering information with applications to industry.
- Information intended for public dissemination.
- Summaries of ongoing and planned research that will eventually result in a final report.
- Application assessments.
- Training information.
- Federally originated or owned technology.

## **What information products are not appropriate for transfer to NTIS?**

Inappropriate information products are:

- Brochures.
- Marketing pamphlets.
- Those information products that the agency has widely distributed to its constituency at no charge.
- Information included in privately published journals.

## **What is specifically meant by “information product” under ATPA?**

Examples of information products are:

- Technical reports, articles, papers and books.
- Regulations, standards, and specifications.
- Charts, maps, and graphs.
- Software.
- Data collections, datafiles, and data compilation software.
- Audio/video products.
- Technology application assessments.
- Training packages.
- Other Federally owned and/or originated technologies.

## **Who are the actual producers of this information?**

- Agency employees
- Contractors
- Grantees
- Universities

## **How do agencies handle information products that are copyrighted?**

Before copyrighted information products are transferred to NTIS, the agency should:

- Ensure that a license has been reserved to Government.
- Inform NTIS of the terms of the license.
- Or, assist NTIS in its efforts to acquire a license.

## **What preparation is required by agencies for each information product?**

Each paper copy product transferred to NTIS must be:

- Accompanied by appropriate bibliographic information on Standard Form 298 in paper or electronic equivalent.
- Of high quality and legibility for reproduction by NTIS.
- Accompanied by a statement as to the agency's distribution requirement to the Depository Libraries.

Each software or datafile product must be accompanied by:

- Appropriate bibliographic information on Standard Form 231 plus either Form FCPC-01 for diskettes or Form 277 for computer tapes.
- Operating manuals and/or other relevant documentation.
- A statement as to the agency's distribution requirements to the Depository Libraries.

Each audiovisual product must be accompanied by:

- Required bibliographic information using NTIS' special "Audiovisual Report Documentation Page."
- A master copy of the audiovisual plus any other applicable documents.

## **How does NTIS plan to cooperate with the Depository Libraries?**

The cooperative effort between NTIS and the Depository Libraries will operate as follows:

- Using its FedWorld® online computer system, NTIS will provide Depository Libraries with free online listings of all final information products received during the current month.
- From this listing, the Depository Libraries will identify the specific products they desire.
- NTIS will then transfer these requests to the appropriate agency for fulfillment. However, if the agency wishes, NTIS will handle these requests, and the agency will reimburse NTIS for all costs associated with this task.
- Publications printed by the Government Printing Office, and selected for distribution to the Depository Libraries, will continue to be handled as they always have been.

## Who are agency liaison officers and what are their functions?

Agency liaison officers, appointed by the agency head, will:

- Work with NTIS to select appropriate products and summaries for transfer to NTIS.
- Transfer the agency's information products within 15 days from the date of public availability.
- Appoint additional liaisons, as needed, for each major component of the agency.
- Enter into and an interagency agreement with NTIS, should the need arise.

## What is an NTIS affiliate?

An affiliate is:

- Any Federal agency, or component of that agency, designated to receive that agency's information products on behalf of NTIS provided that:
  - the NTIS Director agrees to the designated affiliate; and
  - a Memorandum of Understanding has been entered into by the agency's liaison officer and NTIS.

## What are the responsibilities of an affiliate?

The affiliate is required to:

- Transfer the agency's information products to NTIS.
- Complete this transfer in a timely manner.

**NOTE:** The transfer of an agency's information products to an approved affiliate fulfills the agency's obligations within the meaning of this regulation.

## **NTIS offers a variety of services...**

### **Basic Information Dissemination Services**

- Announcement of publications
- Permanent Availability
- Quality Customer Service

### **Special Collection, Marketing, and Dissemination Services**

- Customer Service for Special Collections
- NTIS' FedWorld® Online Computer System
- Market Research and Marketing
- FAX Services
- FOIA-Related Services
- Listings and Bibliographies of Agency's Information Products
- Mail List Service

### **Technology Transfer Services**

- Patent Licensing
- Current Research Projects Database
- Business Partnerships
- Exhibits

### **Production Services**

- Printing, Inventory, and Distribution Management
- Electronic Media Production Service

### **Financial and Contractual Brokerage Services**

- Financial Services - Customer Accounting, Billing, and Collection
- Contractual Services - Database Leasing

## Benefits to Federal agencies from a partnership with NTIS

Establishing a partnership with NTIS will:

- Assist your agency in the management of your information products.
- Help your agency reach the scientific and business communities that need and depend on your information
- Store, process, produce, and distribute your information products.
- Market your agency's products through a network of promotional and announcement media.
- Create searchable bibliographic records of your information products (fully indexed and abstracted).
- Manage your subscription products (e.g., keep address lists up to date, distribute renewal notices, handle invoices and payments).
- Store your information so it will be available for future reference.
- Reduce your agency's Freedom of Information Act (FOIA) workload by allowing you to refer your FOIA requests to NTIS for fulfillment.



U.S. DEPARTMENT OF COMMERCE  
Technology Administration  
National Technical Information Service  
Springfield, VA 22161 (703) 487-4650

**NTIS**  
Information is our business.